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ABSIRACT

THE SCHOOL VOLUNTEER PROGRAM CF LOS ANGELES IS DESIGNED TO ASSIST TEACHERS IN PROVIDING MORE INDIVIDUALIZATION AND ENRICHMENT OF INSTRUCTICN; TO INCREASE CHILDREN'S MOTIVATION FOR LEARNING, TO PROVIDE AN OPPCRTUNITY FOR INTERESTED COMMUNITY MEMBERS TO PARTICIPATE EFFECTIVELY IN THE SCHOOI'S PROGRAM, AND TO STRENGTHEN SCHOOL-COMMUNITY RELATIONS THROUGH THIS POSITIVE PARTICIPATION. THE PURPOSE OF THIS PAMPHIET IS TO DESCRIBE THE GENERAL OPERATION OF THE PROGRAM AND TC INTRODUCE A VARIETY OF MATERIALS AND GUIDELINES RELATED TO THE FOLLOWING TOPICS: (1) RECRUITMENT AND SELECTION PROCEDURES, (2) PRESERVICE ORIENTATICN AND INSERVICE TRAINING OF SCHOOL VOLUNTEERS, (3) PROGRAM ADMINISTRATION AND ORGANIZATION (INCLUDING A DIFFERENTIATION OF THE RESPONSIBILITIES OF STAFF CCORDINATOR, CLASSROOM TEACHER, SCHOCI VOLUNTEER CHAIRMAN, VOLUNTEER AREA COORDINATOR, AND SCHCCI VCLUNTEER); AND (4) SUGGESTED AREAS OF SERVICE (DIFFERENTIATING RESPONSIBILITIES ACCORDING TC SERVICES REQUIRING MINIMAI, AVERAGE, OR SPECIAL SKILLS CR TRAINING). THE PAMPHIET INCIUDES A LIST OF PUBLICATIONS AVAILABLE FROM THE SCHOOL VOLUNTEER OFFICE--PUBLICATIONS DESIGNED TO BE OF PRACTICAL VALUE IN PROGRAM DESIGN AND IMPLEMENTATION AND TO TREAT A WIDE VARIETY OF TOPICS (FOR EXAMPLE, "INTERVIEWING SCHOCI VOLUNTEERS," "SCHOOI VOLUNTEERS HANDBCCK," CR "HCW I CAN HELP CHILDREN LEARN TC READ.") (AUTHOR/ES)

ED036463

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HOW TO ORGANIZE A SCHOOL VOLUNTEER PROGRAM IN INDIVIDUAL SCHOOLS AND SUGGESTED VOLUNTEER AIDS

SP003468

Los Angeles City Schools
Office of Urban Affairs
School Volunteer & Tutorial Services
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FALL 1968

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School Volunteers have brought a new dimension into the Los Angeles City Schools through their skills, talents, warm understanding, generosity, and devoting endless hours to a program, as well as their willingness to help wherever they have been needed.

The great success of our School Volunteer Program is accredited to our conscientious, efficient, associate and area superintendents, school administrators and classroom teachers. Without their positive attitude, encouragement and permission, we would not exist.

This booklet is a Suggested Outline to principals and teachers in using the services of School Volunteers.

It was prepared under the direction of Mrs. Sarah A. Davis, Supervisor in charge of Volunteer and Tutorial Services, Office of Urban Affairs, Los Angeles City Schools and the following committees:

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LOS ANGELES CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

* 450 North Grand Avenue
* Los Angeles, Calif. 90012

Today, as never before, the nation's educational institutions are being challenged for solutions to newly emerging problems resulting from technological, sociological, and scientific changes. In order to solve these problems, school districts must find new ways to apply educational methods and procedures.

For many years, the Los Angeles City Schools have recognized the differences in individual pupils, and provisions have been made to provide meaningful assistance to these pupils in a variety of methods.

The Los Angeles City Schools' Volunteer Program described in this publication is one approach to two basic goals of our times--that of extending to every child the best possible educational opportunities, that he may achieve to his optimum potential, and making an increasing number of our citizens aware that education must be a chief national priority.

School Volunteers have brought a new dimension into the Los Angeles City Schools. Implementation of the program has resulted in a new means for effective, two-way communication between community's professional educational staff and its citizens, a communication which has resulted in a greater understanding and acceptance of sound educational programs.

But most importantly, School Volunteers have brought enthusiasm, skills, talents, warm understanding, and generosity to the support of the classroom teacher--and to our pupils.

Jack P. Crowther

JACK P. CROWTHER
SUPERINTENDENT OF SCHOOLS

Dear School Administrator:

School Volunteers are carefully-selected citizens who are sincerely interested in the children of our Los Angeles City Schools. School Volunteers can be of valuable help to you and your staff. Many school volunteers are assisting classroom teachers of many tasks and pressures, so that teachers may devote their time more fully to teaching. School volunteers also enrich the educational process for the individual child.

The classroom teacher is responsible for the students and their activities. The school volunteer is to assist the teacher in any way the teacher feels will be of help. The school volunteer always works under the guidance and supervision of the teacher. The relationship between the school volunteer and the teacher is a professional one--one of mutual respect and confidence.

The following pages are suggested ways that may assist in helping your School Volunteer Program to work smoothly. Any suggestions that you may have which will improve or enhance our program will be greatly accepted and appreciated.

Thank you.

Sincerely,

Sarah A. Davis

Sarah A. Davis, Supervisor
Volunteer & Tutorial Services
Los Angeles City Schools

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Division of Elementary Education
Division of Secondary Education
Division of Adult Education

TO: Administrators of Los Angeles City Schools

FROM: Robert J. Purdy, Associate Superintendent, Elementary Division
Stuart Stengel, Associate Superintendent, Secondary Division
William J. Johnston, Associate Superintendent, Adult Education Division
Sam Hamerman, Assistant Superintendent, Office of Urban Affairs

SUBJECT: VOLUNTEER PROGRAMS IN LOS ANGELES CITY SCHOOLS

I. PURPOSE

The purpose of the School Volunteer Program is to fulfill the following:

A. To assist teachers in providing more individualization and enrichment of instruction to their classes.

B. To increase children's motivation for learning.

C. To provide an opportunity for interested community members to participate effectively in the school's program.

D. To strengthen school-community relations through this positive participation.

II. QUALIFICATIONS OF THE SCHOOL VOLUNTEER WORKER

A. A deep dedication to fulfill all the obligations of the position.

B. Positive attitude, interest, and enthusiasm to work with children.

C. Ability to work cooperatively with school personnel.

D. Adequate communication skills.

E. Good health and moral character.

F. Flexibility of skills.

G. Regularity of attendance.

9/30/68

III. PROCEDURES FOR ESTABLISHING A SCHOOL VOLUNTEER PROGRAM

The principal and staff should agree to establish a program in which staff members may participate on a voluntary basis. The principal then:

A. Informs the Area Superintendent, and the

B. Supervisor, Volunteer Services, Los Angeles City Schools, Office of Urban Affairs regarding:
   1. Recruitment and Development of a program
   2. Screening process
   3. Volunteer requirements
   4. Pre-Service Orientation
   5. Other available services

IV. ADMINISTRATION OF A VOLUNTEER PROGRAM IN A SCHOOL

A. Principal's Responsibility
   1. Designate a staff member to fulfill the role of Teacher Co-ordinator and to coordinate the volunteer program under his supervision. (The principal may reserve this role for himself.)

B. Principal's and/or Teacher Co-ordinator's Responsibilities
   1. Organize the volunteer program within the school.
   2. Determine with his staff the specific duties of school volunteers in their school.
   3. Work with designated staff members in order to utilize volunteer services constructively.
   4. Orient school volunteers to the school and community; review school policies and procedures.
   5. Assign school volunteers to the office or classroom and define areas of responsibility.
   6. Assign school volunteer chairman.
   7. Provide guidance and supervision for the volunteer program.
   8. Maintain a record of attendance and services performed. If a volunteer works a minimum of three hours per week, he is covered under Workmen's Compensation agreement by the Los Angeles Board of Education.
   9. Make certain each volunteer worker has fulfilled the following:
      a. Completed the application form which is available from and filed in the Office of Urban Affairs.
      b. Met chest X-ray requirements, and filed report with Office of Urban Affairs.
      c. Received a pre-service orientation.
   10. Terminates a volunteer worker when it is deemed necessary. The assistance of the Supervisor of Volunteer Services, Office of Urban Affairs may be requested, should this step become necessary.

11. Be responsible for the evaluation of the total school program and assist with the city-wide evaluation.

C. Teacher's Responsibilities

1. Directs and supervises the volunteer worker assigned.
2. Provides guidance and supervision for volunteer worker assigned and determines his specific duties in order to meet individual and group needs.
3. Acquaints himself with the materials available from the Volunteer Unit of the Office of Urban Affairs.
4. Evaluates the effectiveness of the program in the classroom and assists the administrator or teacher coordinator in the evaluation of the total school Volunteer Program.

*NOTE

*This policy statement supersedes:

1. Memorandum, March 28, 1967: To Principals of Secondary Schools "Guidelines For Voluntary Help In Secondary Schools".
2. Division of Elementary Education Bulletin No. 7 E. 7 June 5, 1967 To Administrators of Elementary Schools from Robert J. Purdy, Associate Superintendent.

9/30/68

SCHOOL VOLUNTEER
LOS ANGELES CITY SCHOOLS

RECRUITMENT

SCHOOL VOLUNTEERS

RECRUITING - SCHOOL VOLUNTEERS

Los Angeles City School Volunteers are recruited from a variety of sources--through organizations actively involved in the Los Angeles City School Volunteer Program, by other volunteers, by school principals, by teachers, or by learning of the School Volunteer Program from newspapers, radio, television or from one of their friends. Sponsoring organizations, principals and school staff, are encouraged to conduct intensive recruitment campaigns.

The objective of recruiting is to fill slots with bodies. However, a second objective should be to fill the slots with the best possible bodies. How the objectives are met depends on the manner in which recruiting is handled.

When a volunteer is recruited by a sponsoring group, each group or school arranges to help the volunteer fill out the proper application blank, and interviews the applicant. Persons who apply directly through the School Volunteer Office instead of being recruited by a sponsoring group or school, will be helped and interviewed by appropriate School Volunteer committee members. Information on this service can be obtained by calling the School Volunteer Office, 628-2284, ext. 20.

Flexibility is the keynote to success of the School Volunteer Program. It is this ability to adapt program to needs that makes imperative a careful selection procedure to assure recruitment and assignment of Volunteers with appropriate skills and characteristics to schools where they will be of optimum service.

PERSONAL QUALIFICATIONS - SCHOOL VOLUNTEERS

What kind of individual should the School Volunteer be? If a "magic" formula could be devised, the ideal School Volunteer should:

* Be a friendly, reliable, flexible, young or mature adult.

* Love children.

* Have a good professional attitude, interest and enthusiasm for working with young people and have ability to work cooperatively with school personnel.

* Have good health and good moral character.

* Adequate communication skills. An important exception to this qualification is the volunteer, who, though she may know very little English, can converse with a non-English speaking student in his own language and make his school environment more understandable to him. Also, we have some very effective committees making educational materials and giving general volunteer service where the majority of the members speak only Spanish.

* Recognize that educational handicaps contribute largely to the waste of our human resources.

* Feel deeply an obligation as a citizen to support and help the schools in their effort to educate each child to the limit of his capacity.

* Already have--or be willing to acquire--skills that are needed in the schools.

* Have talents that can enrich the school program.

* Simply have time and a willingness to serve.

SELECTING - SCHOOL VOLUNTEERS

Each person wishing to serve as a School Volunteer is asked to complete an application form. Additionally, each applicant must be willing to obtain a chest x-ray and must complete a pre-service orientation class offered by the school or the School Volunteers, Office of Urban Affairs.

The selection process is carried out by the sponsoring organization or school to which a person has been referred. Following completion of the application, applicants are interviewed by their sponsoring organization, school, or volunteer interviewers.

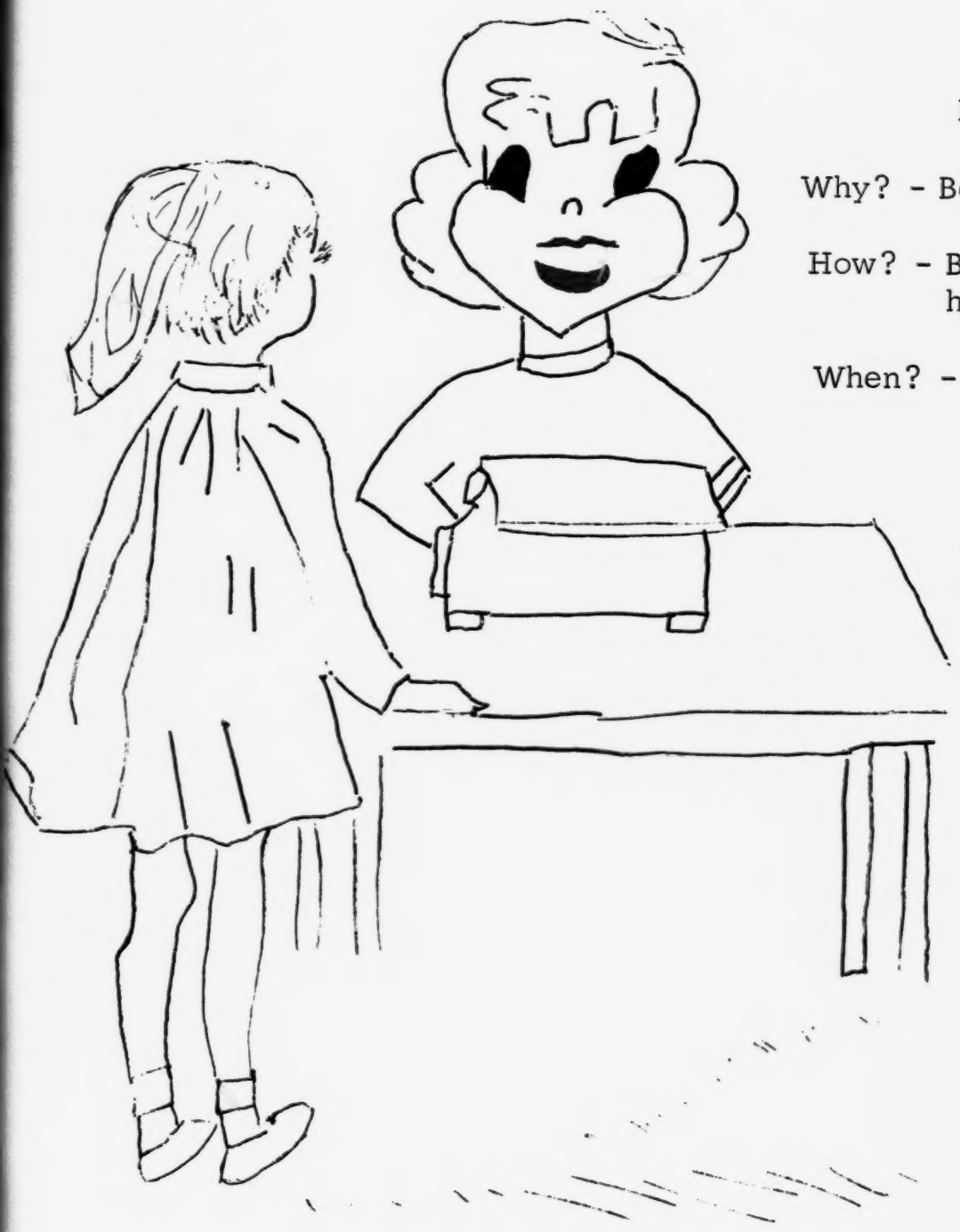
Applications and interviewers' reports are then referred to the School Volunteer Office, Office of Urban Affairs, or the school, for completion of pre-service orientation and assignment procedures.

Satisfactory School Volunteer recruitment activity is the seedbed for growth, not only of a democratic society, but of an individual life. The activities of the Los Angeles City School Volunteer Program is planned for those citizens who are interested in doing something to make their own lives and the lives of children more pleasurable.

SCHOOL VOLUNTEER

LOS ANGELES CITY SCHOOLS

SUGGESTED RECRUITMENT AIDS



BE A SCHOOL VOLUNTEER!

Why? - Because you love children

How? - By giving some of your time to help children.

When? - At your convenience. Please indicate time and/or hour.

_____Mornings
_____ Afternoons
_____ All Day
_____At home (typing, etc.)

Where? - At School

Name_____

Address_____

Telephone_____

Age Grade Level Preference_____

Special Skills_____

Please return to the teacher

Name of School
Date

Dear Parents:

We are very happy that our school can do something for our boys and girls who need extra help. Adult volunteers, under the supervision of the child's classroom teacher, will be working with individual children and strengthening classroom instruction.

If anyone is interested in doing something for our school and our children, we will be delighted to hear from you.

The Los Angeles School Volunteer Program is a project sponsored by the Office of Urban Affairs, a unit of the Board of Education. School volunteers are men and women in all walks of life who are willing to serve our school in the common interest to help our children.

No experience is necessary. We will help you and show you exactly what to do. Please phone our school _____.
(telephone no.)

Sincerely,

_____
Principal

FOR IMMEDIATE RELEASE

_____ NEEDS YOU!!!!!
(Name of School)

Can you spare three hours a week to help children in our school? If you are interested, plan to join our School Volunteer Program.

The Los Angeles School Volunteer Program is a project sponsored by the Office of Urban Affairs, a unit of the Superintendent's Office, and authorized by the Los Angeles Board of Education. Its specific purpose is to develop a group of volunteers to assist teachers and to bring enrichment to the children in our schools.

School Volunteers are men and women of all ages, in all walks of life, who are willing to serve a minimum of three hours a week. They are united in one common purpose--an interest in helping children.

Our school needs interested volunteers to help children in or out of the classroom during school hours. For further information, please contact _____ at _____ or our school
(Name of School Chairman) (Chairman's Home Phone)
office at _____.
(school phone)

Check List To Accompany Recruitment Letter

I would like to:

_____ Assist in the classroom.

_____ Work with small groups of children.

_____ Work with an individual child.

_____ Work in the library.

_____ Assist in safety patrols.

_____ Make posters and displays.

_____ Help with clerical chores.

_____ Prepare instructional materials.

_____ Act as interpreter for non-English speaking children.

_____ Act as a resource person in Science.

_____ Speak to classes on my Specialty, which is _____

_____ Help on the playground.

_____ _____ _____

name address phone

Day or Days I can help:

Mon._ _ _ _ _ Tues._ _ _ _ _ Wed._ _ _ _ _Thurs._ _ _ _ _Fri._ _ _ _ _

Hours I can Help: At Home _ _ _ _ _ _ _ _ At School_ _ _ _ _ _ _ _

Others_ _ _ _ _ _

Recruitment Letter

Dear Parents,

Our boys and girls are our most important resources. We share a common purpose--educating children. Many pupils need individualized attention. You have had many and varied experiences which would help our children grow. We feel that many of our children could be helped by <u>you</u> here at school. We need volunteer teacher aides to help the children directly and or to help the teacher in ways which will allow the teacher to provide more individualized attention to her class or pupils.

We have attached a list of duties that can be done by volunteer teacher aides. If you have special abilities or interests which have not been listed, please insert your interest on the lines provided at the bottom of the page.

We would like to invite you to a brief meeting on _____ to discuss the teacher volunteer program in more detail. Please let us know if you can attend.

Yours truly,

SCHOOL VOLUNTEER

LOS ANGELES CITY SCHOOLS

PRE-SERVICE ORIENTATION

AND

IN-SERVICE TRAINING FOR

SCHOOL VOLUNTEERS

FALL 1968

PRE-SERVICE ORIENTATION FOR SCHOOL VOLUNTEERS

A prime ingredient to the success of the School Volunteer Program is a happy, well-informed Volunteer, knowledgeable about the program's objectives and of the responsibilities of the "partners" in the team--the principal, teacher, volunteer, and pupil.

Accordingly, it is imperative that each prospective Volunteer (unless the interviewer refers the applicant to a different procedure, such as that used for Science Center applicants) complete a pre-service orientation program developed by the School Volunteer Executive Board, Office of Urban Affairs staff, and Elementary and Secondary School Personnel.

The Pre-Service Orientation Program consists of a one-day session (9:30 a.m. to 1:00 p.m.). They are usually scheduled once a month throughout the school year so that new Volunteers will not have to wait long for assignment. Interviewers are present to interview all new recruits. In addition, if the above-mentioned application and interview forms are received in time, the office staff will mail the applicant an official invitation to the Pre-Service Orientation.

"PORTABLE" PRE-SERVICE ORIENTATION

Occasionally sponsors or schools recruit many volunteers who would find it difficult to travel to one of our centralized Pre-Service Orientation programs. We have developed a "portable" program to take to these volunteers and schools. This program cannot take the place of the regular orientation, but it can be very satisfactory. It is desirable that five or more volunteers be recruited when requesting this service. For more information, call Supervisor, Volunteer & Tutorial Services, Office of Urban Affairs - 628-2284 ext. 20.

Schools may assume responsibility and give their own Pre-Service Orientation under the direction of the School Administrator.

IN-SERVICE TRAINING

The Adult Education Division and the Office of Urban Affairs conduct continuous in-service training classes for all active school volunteers during the school year. Classes are designed for volunteers who are interested in learning methods and techniques in helping children with reading, math, and language arts. Other classes are provided to teach volunteers how to make educational aids and how to operate various machines.

In addition, it is desirable that each school conduct an "on going training" meeting for volunteers.

Announcements of all In-Service Training will be mailed to each school and all school volunteers registered in the Office of Urban Affairs. Further information may be obtained by calling 628-2284 ext. 20.

SUGGESTED PRE-SERVICE ORIENTATION OUTLINE

The items below are to serve as a guide to information and procedures that should be presented to all school volunteers

---

A. BECOMING ACQUAINTED

1. Introduction to Administration, Staff, and Pupils
2. Type of School Community
3. Tour of School Plant (Refer to School Map)
   - Traffic Patterns, Entrances, Exits
   - Fire Drill Routes and Locations
   - Lavatory Locations (Children and Adults)
   - Supply Rooms
   - Bookrooms
   - Workrooms
   - Eating Facilities
   - Parking Facilities
   - Smoking Facilities
4. Classroom Observations
5. Individual and Family Background (to be obtained from the child's teacher; this information is to be kept confidential)

B. PERSONAL RESPONSIBILITIES

1. Absences (Procedures to follow)
2. Checking In and Out (Time Sheet)
3. Reading Posted Bulletins
4. Proper Dress
5. Use of School Equipment

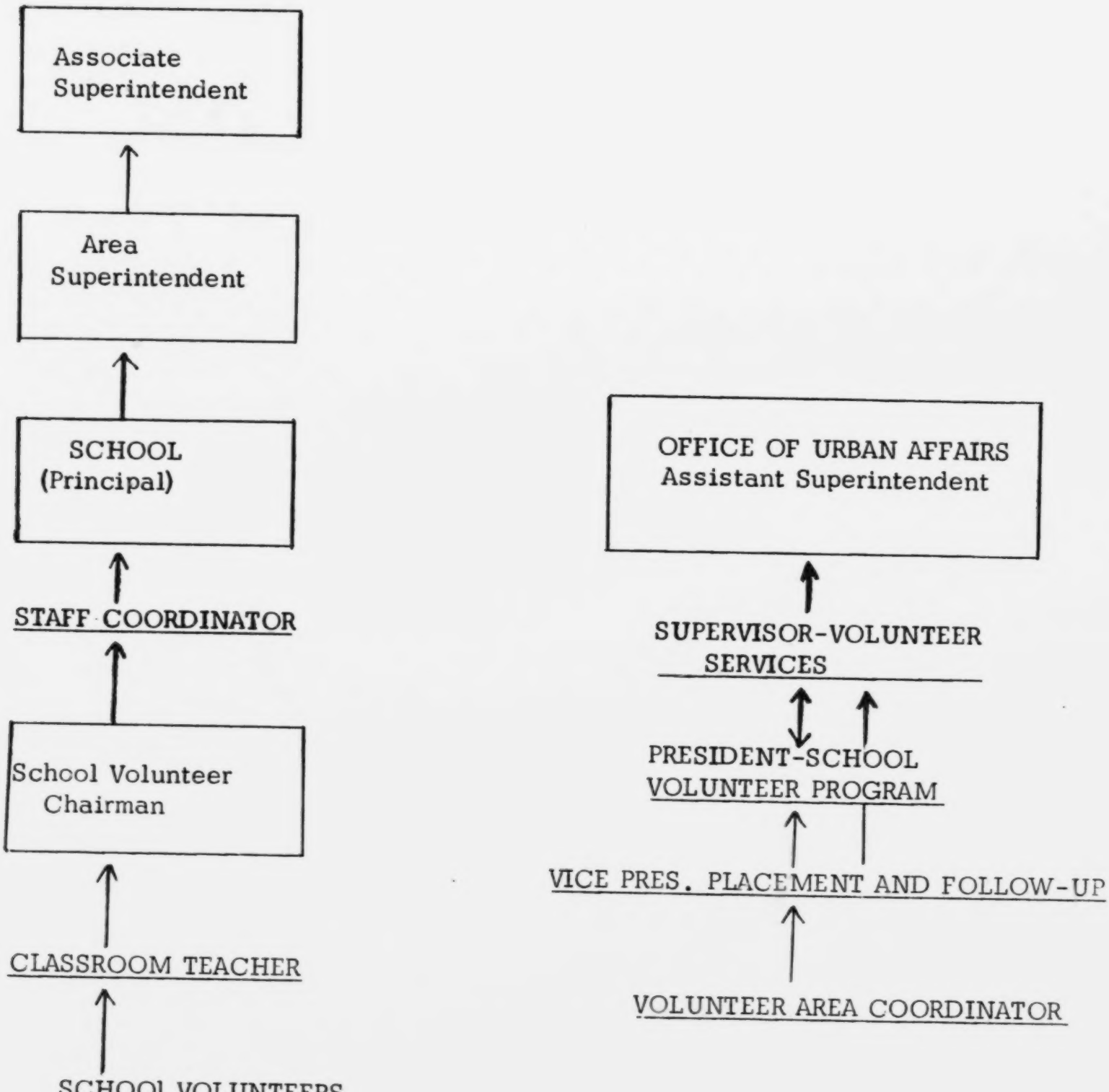
C. SCHOOL POLICIES

1. Regular and Minimum Day Schedules (Staff, Children)
2. Discipline
3. Releasing children to adults
4. Visitors
5. Children leaving classroom
6. Teacher leaving classroom
7. Use of school phone
8. Books sent home
9. Homework
10. Notes, letters sent home
11. School keys
12. Emergency calls during school hours
13. Use of custodial services
14. Lost and Found
15. Meetings

ADMINISTRATION AND ORGANIZATION OF A

SCHOOL VOLUNTEER PROGRAM

SCHOOL VOLUNTEER SERVICES STRUCTURE



THE SCHOOL . . . . AND THE VOLUNTEER PROGRAM

The School Volunteer Program must be responsible to the needs and resources of each particular school. Only the school administrator and his staff can determine those needs and resources, although staff of the Urban Affairs Office and representatives of the School Executive Board are available for consultation at the request of individual school administrators.

The school principal, as the chief administrative officer in charge of the school's staff, educational program, and school plant, will serve as the general supervisor of all Volunteers at a specific school. The School Volunteer Chairman--a Volunteer--will also be under direct supervision of the principal. It is recommended that schools with a volunteer program select a volunteer teacher-co-ordinator from the professional staff of the school, to help organize and supervise the program.

ADMINISTRATION OF A VOLUNTEER PROGRAM WITHIN A SCHOOL

1. Acceptance, direction, and termination of Volunteer programs are the responsibility of the principal, and the principal should organize the Volunteer Program within the school. Preparations for the starting of a program should include:

   * Planning with the staff and a review of the purposes of the program.

   * Determining with the staff the specific duties of the School Volunteer.

   * Orientation of the Volunteer to the school and community, including a review of school policies and procedures.

   * Assignment of individual volunteers to the office or classroom.

2. A staff member may be designated as the immediate supervisor and administrator (Teacher Coordinator) of the Volunteer Program within the school.

3. Definite procedures should be outlined for the Volunteer to check in and out of the school and to record his attendance.

4. Volunteers are to function only under the direction and supervision of school personnel.

5. Provision should be made for the recording and reporting of services performed by Volunteers at school.

STAFF COORDINATOR

The Staff Coordinator working under the direction of the school administrator of a school, is responsible for the operation of the School Volunteer Program in their school. They:

---assign volunteers
---process teachers' requests
---maintain files and records
---attend to all the details necessary to insure prompt and efficient service to the school.

FUNCTIONS AND RESPONSIBILITIES

1. Confers with the principal and teachers whenever necessary.

2. Conducts meetings with school staff:
   --orients the professional staff in the use of volunteers
   --promotes good staff-volunteer relationships
   --informs volunteers of basic school information

3. Submits to the Office of Urban Affairs in accordance with established procedures.

4. Presents monthly reports to the Office of Urban Affairs in accordance with established procedures.

5. Confers with the Supervisor, Volunteer & Tutorial Services, Office of Urban Affairs (628-2284 ext. 20) when necessary.

6. Attends professional staff conferences with the Supervisor, Volunteer & Tutorial Services, Office of Urban Affairs, as the need arises.

7. Calls upon the school volunteer chairman and/or Supervisor, Volunteer & Tutorial Services, Volunteer area Co-ordinator, whenever necessary for consultation on question of policy or procedures.

8. Implements recommendations of the School Volunteer Executive Board.

9. Keeps a record of school volunteer activities in her school.

10. Determines need for workshops, in-service training to help voluteers solve problems that may have arisen.

11. Guides and encourages the use of volunteers to be sure certain volunteers are being utilized in a constructive, meaningful way.

12. Helps arrange with the School Volunteer Chairman to speak at the schools' PTA regarding the schools' volunteer program.

13. Assists when called upon in overall school volunteer activities.

TEACHER-COORDINATOR

CHECK-LIST

_____ Conference with Principal prior to Pre-School Meeting

_____ Orientation of school staff at time of Pre-School Meeting

_____ Teacher-need survey

_____ Recruitment of Volunteers (Assignment of Volunteer-see orientation worksheet)

_____ School Orientation for Volunteers

_____ Teacher and Teacher-coordinator evaluations

_____ School Volunteer Chairman and Teacher-Coordinator evaluation

_____ Principal and Teacher-coordinator evaluations

_____ Recognition of Volunteers (See list of suggestions)

_____ Follow-up evaluations for the next year

_____ Tabulate survey

_____ Progress report to Principal and Area Chairman

RESPONSIBILITIES OF TEACHERS WHO USE SCHOOL VOLUNTEERS REGULARLY IN OR OUT OF THE CLASSROOM

The role of the volunteer in the school is a very important one. As "the significant other in a helping relationship", a school volunteer can make a very valuable contribution to our educational program. The effectiveness of the volunteer, however, depends largely upon the skill with which the classroom teacher guides her. The attitude of the teacher towards the volunteer can encourage and inspire, or it can discourage and defeat. Those who have volunteered their time and efforts on behalf of children have made a concrete demonstration of their dedication and concern. Gifts of time and service must be repaid, not only with gratitude, but through the volunteer's own sense of achievement. A school volunteer must feel that her needs as a growing, learning, person are being met. Otherwise, enthusiasm and involvement will dwindle and the volunteer will become a "drop out".

The success of the Los Angeles School Volunteer Program depends in large measure upon the teacher's skill in the development of human potential at all ages. The volunteers who will be serving in our schools will vary as greatly in their strengths and weaknesses as the children themselves. Hopefully, we can create in our Los Angeles City Schools a climate which will nurture the growth of each person who becomes a part of this program. The following suggestions are presented with this objective in mind.

Most school volunteers aproach their first days of participation with mixed feelings. Interest, enthusiasm and participation combine with quite normal anxieties about what will be expected of them, whether they will be able to succeed in working with a group of children, and how the teachers will feel about them.

Experience with volunteers suggests that they can be more quickly oriented to the school, make more successful contacts with children, and become helpful assistants sooner if:

a. They feel welcome and accepted.

b. They have active leadership and guidance from the teacher.

c. They know what is expected of them.

d. They have help in establishing relationships with children.

e. They have the information they need to carry out their responsibilities.

f. They are busy and actively involved in the program.

The classroom teacher is a key person in guiding the practical learning experiences of volunteers. The following suggestions are intended to help make the best use of the teacher's supervision within the limits of the time available.

1. Try to arrange an informal session with the Volunteer at an early date to discuss the program, and what to expect of the children. Orientate the volunteer in the kind of help you would like from her. Try to have a little variety in the tasks assigned, but use her services in any way that will be of help to you and the children. The school volunteer should be trained to assist in an ever increasing variety of activities.

2. Plan the work you want the volunteer to do before she comes to your room. Create early opportunities for volunteer contacts with individual children. Be specific in your directions.

3. If you are not going to need your volunteer at her regular time, or if you are going to be away from school, advise the School Volunteer Chairman in advance so that arrangements can be made to utilize her elsewhere.

4. If you do not need your volunteer for the full time, release her so that she can help another teacher.

5. Brief your School Volunteer in fire drill and dismissal procedures. Introduce her to the teacher next door.

6. Anticipate information volunteers will need to carry out assigned duties. Show them where to find materials, how to set up an activity, what books to use with a group, etc. Tell them what limits to set, what special needs. Individual children have and what to expect of the children.

7. Avoid assigning responsibilities beyond a volunteer's ability. Do not leave a volunteer with too many children or too large an area to supervise.

8. Provide increasing responsibility as volunteers are ready.

9. Expect volunteers to be businesslike about attendance; being on time, staying with assigned responsibilities, and constantly accepting direction from the teacher. Although the job is a volunteer one, the commitment is professional.

The School Volunteers who feel themselves partners of the teachers are doing a public relations job and are carrying to the community an appreciation of the good job being done by school people.

LOS ANGELES CITY SCHOOL VOLUNTEER PROGRAM

DUTIES AND RESPONSIBILITIES OF THE SCHOOL VOLUNTEER CHAIR MAN

1. Works as a team with the staff (coordinator, teacher, or administrator) to ensure the smooth functioning of the program in a school.

   a. If requested to do so by the (staff) coordinator, mails sign-in sheets monthly to School Volunteer Office.

   b. Acts as liaison regarding school policies and procedures between:
      School Volunteers and school administrator and/or
      (staff) coordinator.

      School volunteers and school personnel.

   c. Plans with the (staff) coordinator for meetings with volunteers and staff in order to advance the program.

2. Assists the (staff) coordinator in orienting new volunteers. Acts as hostess to make volunteers feel at ease and establish group rapport.

3. Communicates with each volunteer as often as possible, by telephone or other means.

4. Plans meetings with her volunteers as indicated by their needs so they may become better acquainted with one another, discuss progress, exchange ideas and constructive criticism, and give reactions to their work.

5. If a volunteer has missed more than two consecutive weeks, or if she comes on a hit-or-miss basis, telephones her to ascertain reason and solves problem with help of school coordinator or area coordinator.

6. Acts as liaison between the School Volunteer Program at her school and volunteer area coordinator of the Executive Board.

7. Meets with area coordinator and School Volunteer Chairmen from other schools to exchange ideas.

RESPONSIBILITIES OF THE VOLUNTEER AREA COORDINATOR

1. Works under the direction and supervision of Supervisor, Office of Urban Affairs.

2. Is liaison between School Volunteer Central Office and School Volunteer Chairmen in own area.

3. Works under direction of Vice President in the placement and follow-up of new volunteers.

4. Keeps School Volunteer Office informed of any changes or additions to list of School Chairmen and Staff Coordinators in the schools in her area.

5. Keeps office record book and personal area coordinator's book up-to-date at all times.

6. Plans and arranges meetings with all School Chairmen in her area once each semester, in October and February, if possible.

   a. Notifies Supervisor and Vice President of each meeting.

7. Serves as a representative of assigned area's School Volunteers on the Delegate Body.

8. Assist with assigning of School Volunteers.

9. Assist with processing school's requests.

10. Assist with maintaining files and records.

11. Confers with principal and teachers only when necessary - each contact is reported to Supervisor.

12. Submits to Supervisor, Office of Urban Affairs and Vice President in charge, written report of all:

    Activities
    Conferences
    Contacts
    Plans

13. Implements policy and procedure of the School Volunteer Program.

SCHOOL VOLUNTEER
LOS ANGELES CITY SCHOOLS

SUGGESTED AREA OF SERVICES

SUGGESTED SERVICES THAT MAY BE PROVIDED BY VOLUNTEER WORKERS

These will be dependent upon the needs of the individual school and the capabilities of the school volunteer. The following list suggests some possible activities with which a volunteer might assist:

SERVICES REQUIRING MINIMAL SKILLS OR TRAINING

--assisting in decorating rooms
--assisting with classroom chores
--distributing books and supplies
--helping in the preparation of instructional materials
--arranging and helping to supervise class trips
--grading of objective-type tests
--recording marks
--putting work on the board
--obtaining designated materials for class units

SERVICES REQUIRING AVERAGE SKILLS OR TRAINING

--compiling a picture file for use in class units
--cataloging magazine and newspaper articles pertaining to class units
--setting up simple science experiments
--typing needed teaching materials
--keeping chemicals in order in laboratory and helping in science classes
--helping with arts and crafts, music, physical education, dancing
--organizing and supervising a classroom library
--arranging special holiday programs
--acting as interpreters for non-English speaking parents
--making posters
--setting up hall display cases
--clerical chores - alphabetizing, filing, typing, duplicating materials
--assisting in health programs: innoculations, vision test, first aid, referrals to dental clinics, etc.
--helping with inventories of books and supplies
--assisting the school nurse
--preparing instructional materials requested by staff
--assisting with library operation during the school day, during the lunch hour, before and after school.

SERVICES REQUIRING SPECIAL SKILLS OR TRAINING

--assisting in dramatics, directing, staging, making costumes and scenery, coaching
--assisting in school club activities and co-curricular programs
--assisting in school-wide programs: music, art, dance
--assisting in assembly programs
--assisting in noon programs
--help to improve pupil attendance
--help to orientate new teachers to the community.

SERVICES REQUIRING SPECIAL SKILLS OR TRAINING cont'd:

--assist with homeroom programs and activities
--assist with open house programs and other special event programs
--help to orientate new students to the school
--assist with career guidance programs
--assist with motivation programs to encourage pupils to continue their education
--assist in the scholarship office
--serving on various advisory committees
--assisting with programs for financial assistance to needy students
--assisting with programs relating to cultural patterns and intercultural relations
--assisting in tutoring individual students.

SCHOOL VOLUNTEER SERVICES

Volunteer's name_____

Volunteer's phone number_____ Grade level choice_____

Please check:

I. DIRECT - EDUCATIONAL

A. In-classroom (teacher organized)

	Yes	No	Maybe
reading follow-up			
reading games			
typing language stories			
printing language stories			
creative writing word books			
social studies research			
spelling words			
arithmetic drill			
reading stories			
playing piano or other musical instrument			
setting up for, assisting with and cleaning up			
after art			
after science			
supervising on playground with teacher			
Other_____			

B. Individual help "one to one" (teacher organized)

reading			
arthmetic			
oral language			
printing			
handwriting			
reports			
listening to stories			
interpreters non-English			
Other_____			

C. Enrichment (volunteer organized)

music			
art			
sewing			
science			
Other_____			

Please check

II. INDIRECT EDUCATIONAL SERVICES

	Yes	No	Maybe
A. In-classroom help with clerical-type duties			
collecting lunch money			
taking attendance			
writing on board			
preparing educational materials (flash cards)			
making charts			
recording test grades			
correcting papers			
typing masters and using duplicator			
Other_____			
B. Library Clerical Assistance			
typing cards			
keeping books in order			
supervising children using library during school hours			
supervising children using library after school			
reading stories before school			
reading stories after school			
reading stories during lunch			
Other_____			
C. Preparation of Educational aides for school			
preparing kits			
organizing kits			
filing reading follow-up			
organizing bookshelves			
Other_____			
D. School Office			
answering telephone			
typing			
Other_____			

SUGGESTED AIDS

_____

NAME OF SCHOOL

Date_____

Dear_____:

Your child, _____, has been selected to receive individual instruction through our school volunteer program. The adult volunteer who will be working with your child has been approved for this work at our school.

Kindly fill out and return the tear-off below to indicate your approval of this recommendation.

Sincerely,

Approved:

Principal _____ Teacher _____

----------Tear-Off and Return----------

Child:_____Room No._____

_____ I am pleased that my child will have the privilege to receive individual help from a School Volunteer.

_____ I would not like my child to receive individual help from a School Volunteer at this time.

Date:_____

_____
Parents's Signature

Name of School

Date

Dear:

Our school is planning a tutoring program where certain selected 5th and 6th grade boys and girls would help instruct 1st and 2nd grade pupils. This experience would foster desirable social attitudes for the older children and at the same time assist younger children in the development of better skills in reading and writing.

Your child, , has been recommended as one of the tutors. All children selected as tutors must be in the upper third of their class academically and must be capable of making up any regular classroom work missed while tutoring.

It is expected that they would work with one primary child three periods a week, one-half hour each period. For example, a tutor would leave his regular classroom on Monday, Wednesday, and Friday from 2:30 - 3:00, or from 9:00 - 9:30 to go to a primary room and help a child in his reading.

The upper grade tutor would also confer with the primary teacher once a week (either before or after school) to discuss the pupil's progress. The pupil's teacher would make continued recommendations as to the kinds of activities he should conduct.

Please return the tear-off below indicating your approval of your child's participation in this activity.

Sincerely,

_____
Principal

Tear-Off and Return

I (do) (do not) give permission for my child,_____,

to be a tutor.

_____
Parent's signature

SCHOOL HEADING

Date:_____

Dear_____:

As you know, your child,_____is being given individual instruction. The success of this activity depends upon his attitude and attendance. I'm sorry to inform you that_____

_____

_____

If this situation continues, it will be necessary to drop _____ from the program.

Kindly help us help your child by supporting us in this matter.

Sincerely,

Teacher's Evaluation of Program

School:

Teacher's Name: _____

Name of Volunteer: _____

1. Has your volunteer helped to improve the reading skills of your class?

   Yes..... No.....
   Comment:

2. Do you feel that the climate for learning has been improved by the services of a volunteer?

   Yes..... No.....
   Comment:

3. Has there been any evidence of changes in your pupils as a result of having the services of a volunteer:

   Yes..... No.....
   Comment:

4. Have you been able to devote more time to pupils who need individual help since you have had a volunteer:

   Yes..... No.....
   Comment:

5. Does the volunteer have good rapport with the children?

   Yes..... No.....
   Comment:

6. To what extent has your volunteer increased your efficiency as a teacher in relation to: (a) planning: (b) in relation to the pupils: (c) in relation to your professional growth?

7. Has your volunteer shown any initiative in helping in the classroom?

   Yes..... No.....
   Comment:

8. In what areas was she most helpful?

9. What skills or techniques were most useful in her work?

10. In what areas was she of least help?

11. What additional skills or techniques do you think she should possess?

12. Please comment on any personal qualities which have hampered the effectiveness of your volunteer.

13. Should your volunteer be encouraged to continue in the program?

Yes..... No.....
Comment:

14. What suggestions do you have to improve the training or efficiency of the volunteer?

Volunteer Evaluation

I. Organization

A. Number of hours worked per week_____

B. Description of assignment_____

_____

C. Were you placed according to your interests and abilities? _____

_____

II. Instructional Program

A. What help did you give students?

_____

III. Improvement

A. How do you think this program can be improved? Please be specific.

VOLUNTEER SELF-EVALUATION FORM

HOW AM I DOING? ? ? ?

1. Do I plan for the activity which I have been assigned - - Not hit and miss or just doing something?

2. Do I make myself helpful by offering my services to the teacher when there is an obvious need for help?

3. Do I have a plan for getting children into groups?

4. Do I observe closely so as to know children's likes, dislikes, preferences, enthusiasms, aversions, etc.?

5. Do I find opportunities for giving children choices or do I tell them what to do?

6. Have I given some individual help in writing?

7. Do I observe closely the techniques used by the teacher, and follow through when I am working with the group?

8. Do I emphasize the times when children behave well and minimize the times when they fail to do so?

9. Do I really listen to what children have to say?

10. Do I evaluate myself at intervals?

11. Do I accept criticisms and suggestions without becoming emotionally upset?

12. Do I follow directions of the classroom teacher?

13. Do I try to develop a friendly attitude with all of my co-workers?

14. Do I give the classroom teacher adequate notice of absences by reporting them to the school office before the school day begins?

15. Do I realize that my whole purpose for being in the classroom is to assist the teacher in order that children might progress more rapidly?

16. Do I give too much help to children rather than allowing them time to think?

17. Do I refrain from interfering between another teacher and pupil unless called upon for assistance?

18. Do I avoid criticism of the children, teacher, and the school?

Suggested Ways of Volunteer Recognition

Letters

Awards

Invitation to school functions

Notice in P.T.A. Newsletter

Notice in Local Paper

Announcement at P.T.A. Meeting

Introduction at Assemblies

Informal Coffee and Teas given for them

Name Tags

Make the Volunteer feel welcome and accepted

Thank you note to Volunteers.

We the children and faculty of_____School, are sincerely grateful for your help in our school.

We want to tell you personally how much we appreciate your being with us.

The time and effort that you have put forth has enabled each child to become a better citizen and student.

Sincerely,

_____

Invitation

Dear Mrs._____

You are invited to be our guest at_____, June_____, at _____a.m. in our school library. This occasion is to honor you for your service to our school.

Will you please contact_____about your reservation.

Sincerely,

_____
Teacher Coordinator

RSVP Ho. 666661

Publications available from the Los Angeles City Schools
Office of Urban Affairs
School Volunteer Office
450 North Grand Avenue Rm. G-372
Los Angeles, Calif. 90012
628-2284 Ext. 20

GENERAL INFORMATION FOR ALL PHASES OF THE SCHOOL VOLUNTEER PROGRAM

School Volunteers Handbook - (A manual description in depth of the Los Angeles City School Volunteer Program)

School Volunteer Reporter - (A Volunteer newsletter published monthly (except August) by the Los Angeles City Schools, Office of Urban Affairs, School Volunteers)

FOR THE WORKING VOLUNTEER

How Can I Help Children Learn to Read - (A manual on how to help children read)

How Can I Help Children Learn Mathematics - (A manual on how to help children learn mathematics)

How Can I Help Non-English Speaking Students - (available 2-69) (A manual on how to help Non-English speaking students)

How Can I Help Children Investigate Science - (A manual on how to help children learn science)

FOR THE SCHOOL ADMINISTRATOR

How to Organize A School Volunteer Program - (Fall, 1968) (A suggested guide for principals & teachers)

Volunteer Programs in Los Angeles Schools - Divisionsof Elementary, Secondary and Adult Education

Audio Visual Material - "A Helping Hand Can Be A Blessing" (on loan only)

Application Blanks

Sign-In Sheets

Interviewing materials - Booklet - Recruiting and Speaking for School Volunteers